

SAMPLE FORMAT

Program Activity Summary Report
For the Reporting Period of _____ to _____.

ACTIVITY	CURRENT QUARTER*
1. <i>Units Inspected</i> NOTE: Report as cumulative.	
2. <i>Units in Progress</i> (Under contract or abatement/hazard control initiated)	
3. <i>Units Completed & Cleared</i> NOTE: Report as cumulative.	

This report is included in the Quarterly Report, beginning with Month 8 (see Quarterly Report schedule below). The Lead Office will continue to conduct monthly telephone inquiries of this data on or about 15th of each month during the hazard control phase.

* Quarterly Progress Report Schedule (which includes this report):

QUARTER	REPORTING DATES	REPORT DUE DATE
First	January 1 - March 31	April 30
Second	April 1 - June 30	July 30
Third	July 1 - September 30	October 30
Fourth	October 1 - December 31	January 30